



NOTICE OF PUBLIC MEETING OF THE ARIZONA STATE PARKS BOARD

Notice is hereby given to Members of the Arizona State Parks Board (Board) and the general public that there will be a Special Parks Board meeting, to begin on **Friday, August 16, 2013 at 10:00 AM** pursuant to A.R.S. § 38-431.02 and A.R.S. § 41-511.01 *et. seq.* at the Arizona State Parks offices located at 1300 W. Washington St., Phoenix, AZ. Board Members may appear telephonically.

The Board may elect to hold an Executive Session for any agenda item at any time during the meeting to discuss or consult with its legal counsel for legal advice on matters listed on this agenda pursuant to A.R.S. §38-431.03 (A) (3). Items on the Agenda may be discussed out of order, unless they have been specifically noted to be set for a time certain. Public comment will be taken.

The Board will discuss and may take action on the following matters:

AGENDA

(Agenda items may be taken in any order unless set for a time certain)

A. CALL TO ORDER – Roll Call

B. PLEDGE OF ALLEGIANCE

C. INTRODUCTIONS OF BOARD MEMBERS AND AGENCY STAFF – Board Statement - “As Board members we are gathered today to be the stewards and voice of Arizona State Parks and its Mission Statement to manage and conserve Arizona’s natural, cultural and recreational resources for the benefit of the people, both in our parks and through our partners.”

D. CALL TO THE PUBLIC – Those wishing to address the Board must register at the door and be recognized by the Chair. Presentation time may be limited to three minutes at the discretion of the Chair; the Chair may limit a presentation to one person per organization. The Board may direct staff to study or reschedule any matter for a future meeting.

E. CONSENT AGENDA – Items of a non-controversial nature have been grouped together for a single vote without Board discussion. The Consent Agenda is a timesaving device and Board members received documentation regarding these items prior to the open meeting. Any Board member may remove any item from the Consent Agenda for discussion and a separate vote at this meeting, as deemed necessary.

1. Pursuant to Title 41, Chapter 3, 41-511.09 ARS confer upon designate Candy Bowen the full authority and powers of a Peace Officer for the protection of the Parks and Monuments against damage and for the preservation of peace therein, based upon the successful completion of the Southern Arizona Law Enforcement Training Center (SALETC) training program having occurred on August 1, 2013.



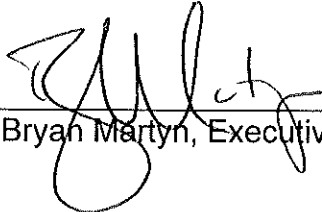
2. Accept the Arizona State Committee On Trails (ASCOT) Bylaws (As Amended June 29, 2013 by ASCOT and as further amended by the Arizona State Parks Board and staff) and direct that they become effective immediately with term limits applying to all members seated as of January 1, 2014.

F. TIME AND PLACE OF NEXT MEETING AND CALL FOR FUTURE AGENDA ITEMS

1. Staff recommends the next Arizona State Parks Board Meeting be held on Wednesday, September 18, 2013 at the Arizona State Parks Boardroom, Phoenix.
2. Board members may wish to discuss issues of interest to Arizona State Parks and request staff to place specific items on future Board meeting agendas.

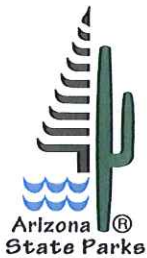
G. ADJOURNMENT

Pursuant to Title II of the Americans with Disabilities Act (ADA), Arizona State Parks does not discriminate on the basis of a disability regarding admission to public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the acting ADA Coordinator, Nicole Armstrong-Best, (602) 542-7152; or TTY (602) 542-4174. Requests should be made as early as possible to allow time to arrange the accommodation.



Bryan Martyn, Executive Director

8/14/13 10:55 AM



**Arizona State Parks Board
Action Report
Agenda Item #: E-1**

Title: Consider Designation of Park Ranger/Law Enforcement Officer
Staff Lead: Richard Evans, Operations Coordinator
Date: August 16, 2013

Recommended Motion(s):

I move that the Arizona State Parks Board, pursuant to Title 41, Chapter 3, 41-511.09 ARS confer upon designate Candy Bowen the full authority and powers of a Peace Officer for the protection of the Parks and Monuments against damage and for the preservation of peace therein, based upon the successful completion of the Southern Arizona Law Enforcement Training Center (SALETC) training program having occurred on August 1, 2013.

Background:

Candy Bowen, Park Ranger II at Patagonia Lake State Park, has been with Arizona State Parks since December of 2012. Ms. Bowen is recent graduate of SALETC. She graduated as the #1 academic performer in her class, was the class president and met all physical fitness standards. Ms. Bowen satisfied all requirements pursuant to certification as established by the Arizona Peace Officers Standards and Training Board (AZPOST).

Staff Recommendation:

Due to the State Parks Board's current meeting schedule, and the date of Ms. Bowen's graduation from the police academy (August 1, 2013), Staff recommends that the Arizona State Parks Board designate Candy Bowen as Arizona State Parks Law Enforcement Officer, due to her successfully completing the SALETC training.

Attachments:

None



**Arizona State Parks Board
Action Report
Agenda Item #: E-2**

Title: Consider Approval of ASCOT Bylaws (As Amended)
Staff Lead: Doris Pulsifer, Chief of Resources & Public Programs
Date: August 16, 2013

Recommended Motion(s):

I move to accept the Arizona State Committee On Trails (ASCOT) Bylaws (As Amended June 29, 2013 by ASCOT and as further amended by the Arizona State Parks Board and staff) and direct that they become effective immediately with term limits applying to all members seated as of January 1, 2014.

Status to Date:

ASCOT developed bylaws in 2010 when the composition of the committee was reduced from 25 members to 15 members. Staff is attempting to develop standardized bylaws to guide all volunteer advisory committees. The existing ASCOT bylaws (2010) require amendments to be discussed at one meeting before they can be approved. At the April 26, 2013 meeting the Committee agreed that the staff recommendation for term limits is acceptable and that there are no other portions of the proposed amended bylaws that need discussion.

ASCOT unanimously approved the Bylaws (As Amended June 29, 2013) at their June 29, 2013 meeting.

The ASCOT Bylaws (As Amended June 29, 2013) were placed on the July 17, 2013 Arizona State Parks Board Meeting agenda for consideration and approval. However, the agenda item was Tabled at the request of Chairman, Larry Landry in order to allow extra time to review and make changes if necessary.

The attached ASCOT Bylaws include the recommended amendments approved by ASCOT on June 29, 2013 as well as additional amendments recommended by Board Chairman, Landry and staff.

Time Frame:

The suggested motion makes the Bylaws effective upon approval by the State Parks Board

Staff and Financial Resources:

Activities in support of the advisory committees are part of the normal workload for the Resources and Public Programs Section staff.

Relation to Strategic Plan:

Partnerships: To build lasting public and private partnerships to promote local economies, good neighbors, recreation, conservation, tourism and establish sustainable funding for the agency.

Relevant Past ASCOT/Board Actions:

ASCOT developed Bylaws in 2010.

Attachments:

ASCOT Bylaws with recommended amendments.

ARIZONA STATE COMMITTEE ON TRAILS (ASCOT)
Bylaws (As Amended June 29, 2013)

I. History

The Statewide Hiking and Riding Trails Committee was established in January 1972 by a resolution of the Arizona State Parks Board and has evolved into the Arizona State Committee on Trails (ASCOT).

II. Organization

A. Operation of ASCOT shall be guided by the laws and constitution of the State of Arizona, the direction of the Arizona State Parks Board, and the Bylaws hereafter listed.

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B. Purpose -

To promote, develop and preserve non-motorized trail opportunities throughout the state;
To advise the State Parks Board and staff on the planning, development, funding, maintenance, and promotion of non-motorized trails in Arizona;
To assist staff with development and coordination of trails workshop and conferences; and
To serve as non-motorized committee for federal Recreational Trail Program purposes.

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ARS §41-511.22 mandates that the ASP Board prepare and maintain a statewide trails system* plan as follows:

- Identify on a statewide basis the general location and extent of significant trail routes, areas and complementary facilities;
- Assess the physical condition of the systems;
- Assess usage of trails; and
- Describe specific policies, standards and criteria to be followed in adopting, developing, operating and maintaining trails in the systems.
- Recommend to federal, state, regional, local and tribal agencies and to the private sector actions, which will enhance the trail systems.

* "trail systems" means coordinated systems of trails in this state.

C. Meetings / Work Product -

- Meets 4-5 times per year, usually on Friday or Saturday at locations around the state.
- Staff assists the Committee in scheduling meetings and putting together the agenda, developing action reports, securing meeting sites and quorums, coordinating telephonic attendance, noticing the meeting, and compiling minutes.
- ASCOT and staff may agree to conduct public meetings via teleconference.
- ASCOT solicits and processes trail nominations for the State Trail System.
- The committee may plan and coordinate trail workshops.
- The committee may identify sub-committees to address statewide trail issues.
- They serve as a valuable volunteer resource for trail projects.

ARIZONA STATE COMMITTEE ON TRAILS (ASCOT)
Bylaws (As Amended June 29, 2013)

III. Membership

- A. Membership consists of 15 members representing various non-motorized trail-user groups, conservation groups, industry organizations, the general public and/or land managing agencies. Members must be Arizona residents. A member's primary residential address shall determine the county represented. To foster input from the public, not more than eight (8) members of ASCOT can be representatives from any governmental agency or level of government (Federal, State, County, Municipal, etc.) or Arizona Tribal Nation. ASCOT will have at least one representative each of equestrian, hiking, and mountain bicycling user groups in its membership. Not more than eight (8) members will represent user groups. Up to four (4) members of ASCOT may be unaffiliated with a specific group, organization, or agency to serve as a representative-at-large. It is the goal of the Committee to maintain diversity in the membership serving at any time.
- C. Members serve at the pleasure of the Arizona State Parks Board. Advisory committee members represent the State Parks Board and State of Arizona and as such shall comply with the State's Standards of Conduct. A committee member who violates these standards of conduct may be disciplined or removed from the committee by the Arizona State Parks Board.
- D. Political activities -Members may not use state resources to conduct political activities. In their official capacity members may not advocate for a political position or public policy without the prior approval of the Arizona State Parks Board.
- E. Conflict of interest – Arizona Revised Statutes (A.R.S.) §§ 38-501 through 38-511 apply to all members. In addition, A.R.S. §§ 41-2701 through 41-2706 pertain to a committee member who may evaluate grant applications. That committee member will be asked to review these statutes and disclose any potential conflict.
- F. Selection of Members –
- Open positions caused by term expirations and vacancies will be filled through a public solicitation process once a year. Staff will announce the open positions and identify the preferred qualifications via notice posted on the State Parks Advisory Committee webpage ([http:// azstateparks.com/committees/index.html](http://azstateparks.com/committees/index.html)), public information announcements, referrals by committee members, and email directed to lists of potential applicants.
 - ASCOT will review the applications and make a recommendation to the Parks Board.
 - The Parks Board may review, approve or modify committee recommendations at any of their Board meetings during the calendar year.
 - Appointed members will begin serving on January 1st of the following calendar year.

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ARIZONA STATE COMMITTEE ON TRAILS (ASCOT)
Bylaws (As Amended June 29, 2013)

G. Term –

- The term for a newly appointed committee member is three (3) calendar years.
- A committee member may be appointed to no more than two (2) consecutive three-year terms.
- After a period of one year absence from the committee, the former committee member may be appointed to up to two (2) more consecutive terms.
- The term for a position being filled due to vacancy prior to the normal end of that term will be the same as a newly appointed committee member, three (3) years and is subject to approval by the Arizona State Parks Board.
- Staff and the committee may agree to offer shortened terms for newly appointed members to equalize the number of positions being filled in any one year OR may allow a member who is completing the second three-year term to reapply for a shortened term.
- If a member's position expires at the end of the calendar year and that member is completing a second term or has not reapplied and a replacement has not been selected, the Parks Board may ask that member serve for one additional year.

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H. Resignation / Reinstatement –

- A committee member may resign by written (email) notice to the committee chair with a copy provided to at least one other committee member and State Parks staff.
- A committee member who has resigned may request reinstatement in writing (email) to the committee chair with a copy to at least one other committee member and State Parks staff.
- The request for reinstatement must be received before the solicitation for new members has been announced.
- If the resignation is received after the solicitation for new members is announced, but before the date the applications close, that position will be included in the solicitation and filled from those applicants. After the close date, that position cannot be filled until the next solicitation is announced OR the committee may reconsider the reinstatement of the former member.
- The committee may recommend to the Arizona State Parks Board to approve or decline the reinstatement by majority vote at a public meeting.

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I. Attendance –

- Committee members are expected to attend all scheduled meetings in person. Accommodations to facilitate attendance at a meeting via teleconference will be considered if it is necessary to establish a quorum.
- A committee member who misses four (4) meetings during a term may be replaced when the next new member solicitation is announced. The committee member will be notified in writing of the committee's intent to replace their seat. The member may continue serving until the end of the calendar year.
- A committee member who is subject to being replaced may request in writing within 15 days that their termination be reconsidered by the committee.
- The replaced committee member is considered to have completed that term.

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ARIZONA STATE COMMITTEE ON TRAILS (ASCOT)
Bylaws (As Amended June 29, 2013)

- A committee member who has been replaced before the end of the term may reapply in the next solicitation.

IV. Officers

- A. ASCOT will elect the following officers: Chair, First Vice Chair, State Trails System Vice Chair and Public Outreach Vice Chair. These officers will comprise the Executive Board.
- B. Officers will be elected from the membership at the first meeting of the year and serve from that date to the first meeting of the next year. Unlimited consecutive terms are permitted.
- C. The duties of the officers shall be:
 1. Chair will:
 - Call for and preside at all meetings of ASCOT and the Executive Board;
 - Coordinate agenda with staff;
 - Present the items of business on the agenda;
 - Conduct meeting according to Robert's Rules of Order;
 - May deviate from the announced agenda if properly noticed;
 - Preserve order and decorum and insure that speakers are recognized for the record and comments are eligible for recording purposes; and
 - Represent ASCOT to the Board and in other official capacities.
 2. First Vice Chair - If the chair resigns or is otherwise unable to perform the duties of the chair, the vice-chair shall perform all duties of the chair until a new chair is elected. There is no order of succession from the Vice Chair to Chair.
 3. State Trails System Vice Chair - supports the State Trails System nomination process, monitoring process and related grant activities.
 4. Public Outreach Vice Chair - coordinates workshops and conferences, supports National Trails Day, and disseminates important trail information.
- D. The Executive Board will oversee and complete the projects of ASCOT between meetings.

V. Meetings

- Meetings will be conducted under the guidance of Robert's Rules of Order, modified as necessary to comply with Arizona's Open Meeting laws.
- Arizona State Parks shall provide as necessary, secretarial and professional staff services to the committee.

ARIZONA STATE COMMITTEE ON TRAILS (ASCOT)
Bylaws (As Amended June 29, 2013)

- State Parks staff with the assistance of the Attorney General's Office will provide new member orientation and training in Open Meeting Law and Robert's Rules of Order at the first meeting of each year.
- All meetings will be noticed and conducted in accordance with Arizona's Open Meeting Law (A.R.S. 38-431 *et seq.*).
- In order to provide an opportunity for widespread involvement in the actions of ASCOT, at least one meeting each year will be held away from the Phoenix metropolitan area and at least one meeting will be held on a weekend.

VI. Subcommittees and Task Forces

- ASCOT may create subcommittees and task forces to conduct the business of ASCOT in a timely manner. Subcommittees and Task Forces will be temporary working groups to address current needs and issues of interest to ASCOT
- Interested members of the public, trail advocates, trail provider agencies, special interest groups, and others may serve on any of the subcommittee and task forces to provide broad-based input and participation in the deliberations of ASCOT on trails issues.
- The Chair will select a Nominating Committee consisting of at least three members who will report to the Executive Board, and ASCOT as needed to: 1) present a slate of officers for the annual election, and 2) recruit and recommend ASCOT nominees to be appointed by the Board.

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VII. State Trails System

The State Trails System has been established to recognize and promote non-motorized trails of special interest or significance to Arizona residents and visitors. The System shall consist of non-motorized trails that meet the standards established by ASCOT. The Parks Board approves trails into the System.

VIII. State Trails Plan

A State Trails Plan will be created every five years with the assistance of ASCOT.

IX. Amendment

These Bylaws may be amended by a vote in which two-thirds of the members of ASCOT vote yes. An amendment must be presented at one of the meetings and voted upon at a subsequent meeting. The State Parks Board has final authority on any amended changes,

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, the direction of the Arizona State Parks Board, and the laws and constitution of the State of Arizona.